

REIGNIER CATHOLIC SCHOOL



INFORMATION REGARDING the ENROLMENT of INTERNATIONAL STUDENTS 2019

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Code of Practice for the Pastoral Care of International Students

Reignier Catholic School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

Health and Travel Insurance

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

- a. A resident or citizen of Australia; or*
- b. A national of the United Kingdom in New Zealand; or*
- c. The holder of a temporary permit that is valid for two years or more.*

If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

ACCIDENT INSURANCE: The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance while studying in New Zealand.

Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand - Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

Prime Condition of Enrolment

Reignier Catholic School caters for students only in Years 1 – 6 and aged 10 and under, and may not enrol students unless they are to live with a parent or legal guardian. (proof of legal guardianship must be supplied).

Student Fees and Associated Costs

COMPULSORY COST OF TUITION AND OTHER COURSE-RELATED COSTS.

Administration Fee (<i>non-refundable</i>)	NZ \$350.00	
Tuition Fees (<i>annual payable in advance</i>)	NZ \$10,000.00	(NZ \$2,500 per term)

This covers: Classroom tuition, textbooks on loan, ESOL tuition if required.

Additional Compulsory Costs

These compulsory costs vary according to whether the child's year level.

Stationery	Varies according to the Year level but is around NZ \$40.00
Uniform	Varies according to gender and optional items but will be approximately \$200.00 including the black shoes.

NON-COMPULSORY COSTS

Voluntary Activities

School/Class trips	NZ \$50.00
Music lessons	NZ \$200.00
Music Instrument hire	NZ \$150.00
Sports team participation	NZ \$70.00
Camps	around NZ \$200.00 per student

School Donation

Voluntary school donation	NZ \$ 40.00
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It is understood that all children will participate fully in all aspects of Reignier Catholic School life.

FEES PROTECTION

The Reignier Catholic School Board of Trustees guarantees to hold in reserve sufficient funds to meet any refund requirements should the school not be able to continue tuition.

Application for Enrolment Requirements and Procedures

The applicant/guardian must complete the **International Student Application for Enrolment form** (blue) and produce the following documents before the application can be processed:

- a. Passport
- b. Student visa/permit
- c. Copies of recent school report with verified English translation is required
- d. Health insurance documentation for the family
- e. Medical information (*buff*)
- f. Additional information required by parents
- g. Administration fee: NZ \$350 (*non-refundable*)

PROCEDURES ONCE an ENROLMENT has BEEN RECEIVED

On receipt of a completed enrolment application, the parents/guardians will be informed of an interview time. This interview will involve:

- The prospective pupil
- The parents /legal guardians
- A translator (*if required*)
- The Principal or nominated deputy
- The teacher responsible for International Students.

The interview will consist of:

- Tour of the school
- Explanation of the **Conditions of Enrolment** (*see below*)
- Classroom and daily programme explanation
- Initial assessment of the level of English of the child
- Ensuring the parents understand the Code
- Answering any questions the family may have.

Parents will be informed in writing of school's decision within 7 days of the interview.

If there are no current available places, the parents will be notified and will be given the option of being placed on a waiting list.

When a place becomes available, they will be notified and given 14 days to accept or decline the placement.

Placement in a particular Year or class is at the discretion of the Principal.

If enrolment is accepted the parents have 14 days, or less if they desire, to accept the placement by paying the fees. Once the fees have been received and receipted by the school, the pupil may attend Reignier Catholic School.

Conditions of Enrolment

In addition to the conditions listed here, all conditions that are part of the contract with parents, the fees refund policy and other school policies also apply.

1. An elementary level of English is desirable. No child will be refused acceptance due to their level of English. All levels of English proficiency are catered for at Reignier Catholic School.
2. Students and parents/legal guardians must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
3. Students must observe the laws of New Zealand.
4. Students must observe the conditions of their visa. If a student breaks the terms of the visa the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
5. Class placements are decided on the evidence of assessment after arrival in New Zealand. **All** information given before enrolment about placement on courses and in classes is **provisional**. The school reserves the right to adjust placements and individual programmes at any time if it is in the student's interests to do so.
6. The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
7. Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
8. Tuition fees will be paid in full before enrolment, or before enrolment is renewed.
9. All additional costs as required will be paid promptly.
10. The conditions of the Fee Refund Policy will be accepted
11. All students are required to have travel and medical insurance for the duration of their period of enrolment. The school will arrange insurance unless students choose to make their own arrangements, in which case proof must be provided that the insurance purchased is adequate.
12. All international students must obtain an insurance policy that includes a fees protection clause. Reignier Catholic School can arrange a suitable insurance policy. If a student's insurance is arranged independently, a copy of the policy must be sent to the school before enrolment to ensure that fees protection coverage is adequate.
13. All international students must live with their parents or legal guardians (proof of legal guardianship must be supplied).
14. All disputes will be dealt with in New Zealand law.
15. Any grievances will use the school's complaints procedure for international students.
16. Parents must inform the school of their address, telephone number, fax number and e-mail address (whichever applies). The student and/or parents will advise the school of any change in the contact details of the student or parents.
17. The student and/or parents will provide academic, medical and other information that is relevant to the wellbeing and course placement of the student.

Refund Conditions and Procedures

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. The following procedures and guidelines would apply:

1. To be eligible for any refund, the parents/guardians must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance.
2. If the application is made before the start of the course (one year of schooling), fees will be refunded in full less the administration charge specified on the fees information sheet.
3. If the application is made after the start of the course, but before the second half of a course, fees will be refunded less:
 - i. An administration charge of NZ \$350.00
 - ii. Costs to the school already incurred for tuition
 - iii. Components of the fee already committed for the duration of the course
 - iv. Specialist fees
 - v. Appropriate proportions of salaries for teachers and support staff (*if applicable*)
 - vi. Costs already incurred for the use of facilities and resources
 - vii. The proportion of the Catholic schools Board Limited Levy the school is required to pay.
 - viii. Any other costs already incurred.
4. If the application is made after the second half of a course there will be no refund except under exceptional circumstances - to be determined by the Board of Trustees.
5. If an international fee-paying student gains residency during the course, no further fees are to be paid and a refund may be made on the unused portion of the prepaid fees. The new resident will then abide by the school enrolment scheme if one is in place. Documentation of residency must be provided within 14 days of it being granted.
6. The Board of Trustees will make no refund:
 - Where a student has been stood-down, suspended or excluded
 - Where a student wishes to transfer to another school
 - Where a student returns home for any reason other than serious illness or death of a close family member
 - If the enrolment application is found to be inaccurate in any way and the contract is terminated.
7. In any dispute regarding the above, the decision of the Board of Trustees of Reignier Catholic School is final.
8. The Board of Trustees will ensure that there is a reserve of funds to cover international students prepaid tuition fees in the event that a refund should be necessary.

Curriculum Programme

Programmes at Reignier Catholic School commonly feature the following:

- learning activities in which students investigate issues and solve problems of interest to them;
- a balanced curriculum which emphasises discovery and exploration; and encourages higher order thinking as keys to successful learning;
- opportunities to see the relevance of learning by applying it in a practical way to solve real problems;
- learning activities and experiences (both in and outside school) which enable all students to succeed regardless of previous achievement.
- schemes that are not so prescriptive that they stifle creativity and the opportunity to capture the teachable moment.

Teachers adapt the programme to the students to ensure the curriculum focus for each pupil is on personal development as well as on academic achievement.

We focus on educating the whole child, emotionally, intellectually, socially, personally. Students are challenged with opportunities to participate in a range of academic, cultural, sporting and technology programmes.

Reignier Catholic School is an Integrated state school. It offers programmes in all areas of the New Zealand Curriculum. These include:

English	(Oral, written, reading, visual, and listening)	Religious Education
Mathematics		Technology
Science	(Within an Inquiry)	Language Studies
Social Studies		Music
Health		Visual Arts
Physical Education		Catholic Teachings (Values learning and modelling)
		Te Reo Maori

Details of the curriculum can be found on the Ministry of Education's website

<http://www.minedu.govt.nz>

Reignier Catholic School offers a wide range of learning opportunities to meet the interests of its pupils.

Classroom Programmes

- ◇ English - Oral, Written, Visual
- ◇ Mathematics
- ◇ Science
- ◇ Social Studies
- ◇ Health/Physical Education
- ◇ Information and Communication Technology
- ◇ Library Information Skills
- ◇ Religious Education

Technology /Arts Programmes

- ◇ Technology
- ◇ Dance
- ◇ Drama
- ◇ Materials Technology
- ◇ Media Studies
- ◇ Music
- ◇ Visual Arts
- ◇ Information and Communication Technology

Children with Special Abilities

- ◇ School & Hawkes Bay Athletics
- ◇ Language/Reading Extension Programmes
- ◇ National/International English/Mathematics/Science Competitions
- ◇ Science and Technology Challenges
- ◇ School/Hawkes Bay Science Fair
- ◇ Art

Learning Support Programmes

- ◇ Reciprocal Reading Programme
- ◇ Reading Recovery Programme
- ◇ Small Group 1:1 Tuition when required
- ◇ Teacher Aides working alongside children in classrooms/learning centres
- ◇ Booster programmes in Numeracy and Literacy
- ◇ ESOL

Classroom Programmes

All students are taught the following core subjects:

- Art;
- English (Speaking and Listening, Reading and Writing, Viewing and Presenting);
- Health;
- Mathematics;
- Music;
- Physical Education;
- Religious Education
- Science;
- Social Studies; and
- Technology.

We group according to need for Mathematics, Writing and Reading. Students work in groups with other students on collaborative tasks which increases learning.

Orientation Programme and Support Services

The Teacher Responsible for International Students is primarily responsible for the orientation of the students and their on-going welfare within the school community. This will be done in close liaison with the classroom teacher and the Principal.

An initial orientation will be done prior to or during the enrolment interview with the prospective student and parents. On the student's first day, he/she will be met by the Teacher Responsible for International Students and shown to the classroom. All students will be mainstreamed immediately upon arrival with a small group withdrawn for further orientation, English testing, and teaching as required.

The classroom teacher will be responsible for ensuring the new student has a buddy group consisting of two or more other students whose role is to help the new student with daily routines, timetables, and activities during the breaks. He/She will also ensure the child knows where to find the sick bay, toilets etc.

The Teacher Responsible for International Students will continue to monitor the student during the first few weeks while the student settles into the class and the school. The teacher will also be available for support of the students, the classroom teacher, and the parents/legal guardian.

Once the initial period is over, the Teacher Responsible for International Students will continue to monitor the student and his/her progress through informal meetings, ESOL teaching times, and where necessary through formal meetings with the student, the classroom teacher, and/or the parents/legal guardian.

Translators will be made available where necessary. These may be another child or an adult, depending upon the situation and the requirements.

Parents/legal guardian and students need to know that Reignier Catholic School has an 'Open Door' policy. At any time they may make an appointment to see the classroom teacher, or the Teacher Responsible for International Students to discuss any queries or concerns.

What do you do if you have a grievance?

We want you to be happy at Reignier Catholic School. There are times however, when things do not go as smoothly or as well as we may like. Here are some ideas about what you can do about it.

Problems with a teacher

Make a time to talk to your classroom teacher about your concern.

If your concern is the classroom teacher, make a time to talk to the **Teacher responsible for International Students, Mr Nairn.**

After a few days, if you do not think the problem has been solved by your classroom teacher or the Teacher responsible for International Students speak to the Principal, Mrs Johnson.

Problems with school friends

1. Take the time to talk to your class teacher quietly about your concern
2. You can also talk with our Principal, Mrs Johnson. She is very helpful, especially with broken friendships.

At all the above meetings, notes will be taken of your concerns and of the solutions put in place.

If, after all the above have been tried, you still feel that your problem has not been resolved, then you may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority
C/- Ministry of Education
PO Box 1666
WELLINGTON
New Zealand

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

*If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English.
We hope your stay at Reignier Catholic School is a happy one.*

Frequently asked questions

1. When is Reignier Catholic School open?

- Our school is open at 8:15 am every morning during term time, Monday to Friday. Lessons start at 8:55 am and school closes for the day at 3.00 pm
- The school terms are given in the main school prospectus along with public holidays when the school is closed.

2. What do I need for the classes?

- Make sure that you always have a pencil, pen, ruler and eraser with you every day. Your teacher will tell you what exercise books you need.
- When your class has PE you will need your PE shirt and shorts.

3. What if I am sick or cannot come to school?

- If you are sick and cannot come to school, make sure that your parents/legal guardian contact the school to let the school know. When you return to school you will need to have a written note explaining your absence.
- If you feel sick at school or if you hurt yourself at school, you need to go to the Office and tell Mrs Gouder who will look after you.
- If you have an appointment during the school day and have to leave the school during the day or miss a day as a result of the appointment, your parent/legal guardian needs to let the school know in advance through a written note.

4. What if I change my address or phone number?

- If you change your address or phone number your parents/legal guardian need to let the school know by giving you a written note to take to your teacher or the school office.

5. What about breaks and meals?

- There is a break in the morning from 11 am to 11.20 am and a break for lunch from 1.00 pm to 2.00 pm. There is a brain food break at 10 am for 10 minutes. Students remain in their classrooms for this.
- Snacks and food can be brought from home. The school does not provide lunches for the students.

6. What do I do if my lunch disappears?

- If your lunch disappears from your bag or desk, let your classroom teacher know as soon as you find out. He or she will do what they can to find your lunch. They will also make sure that you do not go hungry at lunch time.

7. What do I do if I am bullied?

- If you are teased or bullied at school, coming to school, or going home from school, you must let your classroom teacher or the Teacher Responsible for International Students know as soon as you can. We do not like bullies and will do everything we can to prevent you being bullied.

8. May I use my e-mail at school?

- E-mail can only be used under supervision. This also applies to using the Internet - a teacher must be present to make sure that you do not hit an unsuitable site.

Do *not* bring any flash drives or Cds from home and use them in the school computers.

School Rules

1. GENERAL

- Once at school, all children must stay at school and not leave the school grounds until the end of the school day except with permission from the Principal.
- Children remain outside until the 8.30 am bell unless it is raining when they are supervised in the hall
- The car parks and cycle racks are out of bounds.
- Classrooms are out of bounds at all times unless the teacher is in the room.
- Children are not to use the foyer except when going to the Office.
- Children are not allowed out of their classroom during lesson time without permission from a teacher.
- At lunch time pupils are to remain in the eating areas until they are released by the duty teacher.

- Lollies and chewing gum are not permitted at school.
- All food and drink is to be eaten in the eating areas.
- Children must walk around buildings and on concrete areas.
- Pupils causing damage must report breakages to a teacher on duty.
- Lost Property is to go to the School Office from whence it may be claimed.
- No cell phones, ipods, electronic games or skateboards/roller blades allowed at school.
- Students are not allowed in the staff room except when sent on specific tasks.

2. UNIFORM

- Full uniform (either general or sports) must be worn, and worn correctly, at all times.
- Long hair must be tied back.
- Jerseys are only to be worn correctly, not around the waist etc
- The only jewellery allowed are watches and studs (1 per ear). Earrings or sleepers are not allowed. Any religious or cultural jewellery worn around the neck is to be kept out of sight
- No nail polish or make up
- During Terms 1 and 4 a hat must be worn during the breaks. Children without a hat go to the shaded area.

3. AFTER SCHOOL

- While waiting to be picked up by parents, children must wait within the school grounds
- The Pedestrian Crossing must be used to cross the road.
- The Pedestrian Crossing monitors' instructions are to be obeyed.
- For safety we ask that students and parents use the walking path to enter and exit the school – not the school car park.

Code of Conduct:

In our school.....

We RESPECT, HELP, and SUPPORT each other. This means showing COURTESY to all students and adults.

I WILL:

- Use appropriate language - i.e. swearing and abusive language is OUT
- Remember to say 'Please' and 'Thank you'
- Knock before entering a classroom
- Let adults through doors first, and students if they are carrying something heavy
- Wait my turn to speak and certainly not speak when another is speaking
- Comply with a request from a teacher
- Borrow from another only with his/her permission
- Keep the chewing gum and bubble gum for out-of-school hours
- Speak to adults politely
- Ask the class teacher's permission before delivering a message to another student
- Not interrupt when the teacher is giving instruction.

WE TAKE CARE OF EVERYTHING, remembering it is 'on loan' and a privilege, not a right.

I WILL:

- Take responsibility for the state of my desk, classroom furniture and equipment
- Take good care of all books, which includes all library books and school texts
- Use sports and P.E. gear for the right purpose and look after it
- Do my share of keeping our classroom, passage, and grounds clean and tidy

Every student has a RIGHT TO LEARN and every teacher has a RIGHT TO TEACH.

I WILL:

- Keep my voice soft to avoid disturbing others when I'm talking
- Come to class prepared with pens, pencils, ruler, P.E. gear, and other equipment
- Avoid talking over others
- Find an appropriate time for talking to the teacher, especially when he/she is working with other students
- When I need to, move around the class in a quiet orderly manner
- Do my very best to stay on task
- Make every effort to complete all learning tasks, including homework
- Line up with my class promptly when the bell rings.

Every student has the right to a SAFE ENVIRONMENT in which to learn and play.

I WILL:

- Ensure I am not involved in any bullying - this is a NO-NO!
- Allow no physical or mental abuse; put downs or insulting language
- Participate only in positive interactions - there will be no threatening behaviour
- Stay in my classroom to eat my lunch and, if necessary, finish eating it in the Bays
- Move around my classroom and the school in a quiet and sensible manner so the learning and recreation of others will not be disturbed.

Student's signature Room Date

Parent's Signature

Procedures that Apply When a Student Withdraws / is not Attending Their Course

If a student withdraws from school:

1. It must be in writing by the parents prior to the student's last day, giving the date of the final day of attendance and the reason for leaving and the Immigration Service will be notified.
2. The Refund Policy for International Students shall apply.

If a child is not attending their course:

1. In the case of absences, the parent/guardian/caregiver must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the child's return to school. If the absence can be foretold - eg an appointment - then the school is to be informed in writing the day prior to the appointment or earlier.
2. Where the student is absent with no reason then the parents will initially be contacted by the school for an explanation. Where a child is being truant from school, the class teacher will have a meeting with the parents to rectify the situation. If the Truancy continues then a family meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration Service notified.
3. If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/legal guardian that the enrolment has been terminated and the Immigration Service notified. However if the parents/legal guardian have previously notified the school in writing that the child will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid in full, as required.
4. If the student is withdrawn from or ceases to attend the school the Board of Trustees will notify the New Zealand Immigration Service.

Circumstances in Which Tuition may be Terminated

1. Where a child is absent or consistently truanting from school (*see above*) then the signatory will terminate the enrolment.
2. If a child's behaviour is of an unacceptable level, then a meeting with the child, the parents/legal guardian, and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents/legal guardian warning of the danger of termination of the enrolment. If there is no further improvement, the parents/legal guardian and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.
3. An 'acceptable level of behaviour' would be seen as following the school rules and the school 'Code of Conduct' as provided to each student.
4. If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion.
5. Upon termination of enrolment, the Immigration Service will be notified as required.